

Fiscal Year 2005 Cutoff Date Protocol

1. A cutoff date for “submitting” requirements to Europe Regional Contracting Office (ERCO) does not mean putting the request in distribution. It is the cutoff date for the actual receipt of your request and appropriate attachments by the ERCO. Just because you sent it to Logistics or RMD, doesn’t mean it’s in contracting.

2. Option Year Contracts:

a. Minimum 90 days before contract ends: Notice to ERCO of your intent to continue with the current contract. *The contractor must be notified a minimum of 60 days in advance of the new option period of the government’s intent to exercise an option.* If we don’t notify them, we may lose the right to exercise that option, yet if we put them on notice, we still have the right to change our minds.

b. Minimum 60 days before contract ends: Purchase requests to contracting. *Options must be exercised at least 30 days prior to the start of the option period; otherwise the government may lose its guarantee of being able to unilaterally exercise that option and the guarantee of the negotiated prices for that period.*

3. What happens when you don’t meet the cutoff dates?

a. FY05 funds may not be obligated.

b. FY06 options may not be exercised timely:

- i. May lose the right to prices under the current contract
- ii. Vendor may choose not to accept the option
- iii. Vendor’s performance at risk and may not be paid
- iv. Vendor may not be paid timely
- v. Possible ratification action

4. Post 1 Oct 2005 contract actions are awarded subject to the availability of FY2006 funds (SAF). Until the FY06 budget is passed by Congress, no contracts in support of new work can begin. It is only a notice to the contractor that we plan to use their services as soon as possible after 1 October 2005. Keep in mind that the contractor has no obligation or authority to perform work until the contract is funded and a contracting officer notifies them in writing. If work is performed, the contractor assumes the risk that payment may not be made.

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<u>Procurement Type</u>	<u>2005 Cutoff Date</u>
1. 02 Urgent and 05 High Priority	Anytime
2. Supplies and Equipment	
a. \$2,501 > \$99,999	30 July
b. \$100,000 > \$5M	1 July
c. Over \$5M	1 June
d. Options	Minimum 90 days before contract ends
3. Services	
a. \$2,501 > \$99,999	1 July
b. \$100,000 > \$5M	1 June
c. Over \$5M	30 April
d. Options	Minimum 90 days before contract ends
4. Direct Health Care Providers (DHCP)	
a. New starts	30 April
b. Options	Minimum 90 days before contract ends
5. VA and GSA	
a. \$2,501 > \$99,999	1 September
b. *\$100,000 > \$5M	30 July
c. *\$100,000 > \$5M (Services)	1 July
d. *Over \$5M	1 July
e. Options	Minimum 90 days before contract ends
*Note: Policy Memo for Non-DoD contracting actions apply for new requirements.	
6. FY06 Subject to Availability of Funds (SAF)	
a. 02 Urgent and 05 High Priority	Anytime
b. \$2,501 > \$99,999	30 July
c. \$100,000 > \$5M	1 July
d. Over \$5M	1 June
e. Options	Minimum 90 days before contract ends

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Date Sequence

<u>Date</u>	<u>Procurement Type</u>
Anytime	Urgent and 05 High Priority
90 Days Prior to the expiration date	Options
30 April	DHCP New Starts Services: Over \$5M
1 June	Supplies and Equipment: Over \$5M Services: \$100,000 > \$5M FY06 SAF: Over \$5M
1 July	Supplies and Equipment: \$100,000 > \$5M Services: \$2,501 > \$99,999 VA and GSA: \$100,000 > \$5M (Services) (with PARC/MEDCOM RM approvals) VA and GSA: Over \$5M FY06 SAF: \$100,000 > \$5M
30 July	Supplies and Equipment: \$2,501 > \$99,999 VA and GSA: \$100,000 > \$5M (with PARC/MEDCOM RM approval) FY06 SAF: \$2,501 > \$99,999
1 September	VA and GSA: \$2,501 > \$99,999